

REQUEST FOR QUALIFICATIONS

RESIDENTIAL SINGLE-FAMILY CONSTRUCTION – PHOENIX RISING

RFQ # 269-HSG10



CHARLOTTESM

THE CITY OF CHARLOTTE

OCTOBER 8, 2020

REQUEST FOR QUALIFICATIONS
RFQ # 269-HSG10
RESIDENTIAL SINGLE-FAMILY CONSTRUCTION – PHOENIX RISING

October 8, 2020

Dear Developer:

The City of Charlotte (City) is now accepting responses to this Requests for Qualifications (“RFQ”) for a residential developer to complete a turnkey housing development of a 2.4 acre parcel owned by the City. The City intends to provide a for-sale, affordable housing option at this location for low to moderate income households earning up to 80% of the area median income. The requirements for submitting a response to this RFQ are indicated in this RFQ. Please review the enclosed materials carefully.

All responding Developers are requested to return a completed RFQ Acknowledgement Form (see Section 6, Form 1) by the date stated in the schedule in Section 2.1 of this RFQ. An electronic copy of the RFQ in Microsoft Word format may be obtained by contacting Warren Wooten at twooten@charlottenc.gov.

All RFQ responses are due to the Department of Housing & Neighborhood Services, 600 East Trade Street, Charlotte NC 28202, no later than **October 30 at 5:00 p.m.**

Each Developer should submit one (1) electronic copy of the RFQ response on a flash drive in a searchable format such as MS Word or Adobe Acrobat and one (1) unbound original RFQ signed in ink by a Developer official authorized to make a legal and binding offer.

RFQ responses must be submitted in a sealed box or opaque envelope plainly marked with the RFQ number and service description as follows:

Request for Qualifications

Attention: Warren Wooten

Submitted by: [Insert Company’s Name]

Phoenix Rising Residential Development

RFQ # 269-HSG10

RFQ questions must be directed to Warren Wooten, Department of Housing & Neighborhood Services, at twooten@charlottenc.gov, per the enclosed instructions in Section 2.3. The City is an equal opportunity purchaser.

Sincerely,

Department of Housing & Neighborhood Services

cc: Shared Services, Procurement

Checklist for submitting RFQ responses:

Step 1-Read the RFQ fully.

Step 2-If you plan on submitting an RFQ response, email a completed Form 1 in Section 6 to the number or email address listed on the sheet.

Steps 3-If you have any questions, send them before the deadline listed in Section 2.3.

In submitting an RFQ response, you must follow this checklist, and include everything detailed below.

RFQ response Copies

- ☐ 1 Copy on flash drive
- ☐ 1 Copy marked “Original”

RFQ response Format-RFQ responses should be formatted as follows:

- ☐ Cover Letter per Section 4.1.1
- ☐ Qualifications per Section 4.1.2
- ☐ Section 6, Form 2 “Addenda Receipt Confirmation”
- ☐ Section 6, Form 3 “RFQ response Submission”
- ☐ Section 6, Form 4 “Service Provider’s Background and Experience”
- ☐ Section 6, Form 5 “City E-Verify Certification”

The above is all that is required to be provided with the RFQ response.

You may be requested to provide financial information about your company during the RFQ response evaluation and prior to contract award. If awarded a contract, you will have to submit an insurance certificate and proof of a Charlotte business license. You will also have to register as a vendor with the City of Charlotte as instructed in Section 3, Part G of the RFQ.

It is the Developer’s responsibility to check www.ips.state.nc.us for any addenda or changes to this Project. Search for bid # 269-HSG10 to find if any documents or changes have been posted.

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Section 1

Introduction and General Information

1. INTRODUCTION.

1.1. General Information.

The City of Charlotte hereby requests qualifications from qualified and experienced housing developers interested in developing for-sale, affordable housing to be located on a 2.4-acre city-owned parcel.

The City is seeking a housing developer who will provide a high-quality for-sale, affordable housing development, demonstrate an understanding of the Charlotte community and its affordable housing needs and the unique attributes and opportunities of the Charlotte area and surrounding neighborhoods. Developers should provide evidence of successful experience in developing for sale housing units and a commitment to an inclusive and informative public participation process regarding the proposed project.

The selected developer and the City will negotiate a funding agreement and transfer of a possessory interest. The agreement will set forth additional details regarding the terms of the land transfer, performance milestones for the developer, project development timeline, indemnities and insurance requirements, ongoing affordability covenants, financing plan, tenant selection plan and any other City requirements for the project.

1.2. Objective.

The City desires to facilitate construction of a for-sale, affordable housing development that will:

- Provide a mix of units affordable to lower-income households at various levels;
- Be attractive and compatible with the character of the neighborhood and larger community, both aesthetically and functionally, and consistent with the area plan;
- Utilize environmentally-friendly and sustainable principles in project design and construction;
- Incorporate community input on the proposed development unit mix, affordability and physical design.

1.3. Definitions.

As used in this RFQ, the following terms shall have the meanings set forth below:

City: Refers to the City of Charlotte, North Carolina.

Company: Refers to a Developer that has been selected by the City to provide the Services required by this RFQ.

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<i>Contract:</i>	Refers to a written Contract executed by the City and Developer for all or part of the services covered by this RFQ.
<i>Department:</i>	Refers to a department within the City of Charlotte.
<i>Evaluation Committee:</i>	Refers to a committee, as appointed by the City, responsible for determining the best Developer for the services described in this RFQ.
<i>Project:</i>	Refers to the procurement process to choose a Developer to complete a turn-key development and the requested site.
<i>Services:</i>	Refers to turn-key development services resulting from this RFQ.
<i>Developer:</i>	Refers to a Developer that has interest in providing the Services required by this RFQ.
<i>SOQ:</i>	Refers to the Statement of Qualifications information submitted by a Developer for the services as outlined in this RFQ.

1.4. Accuracy of RFQ and Related Documents.

The City does not assume responsibility for conclusions or interpretations derived from the information presented in this RFQ, or otherwise distributed or made available during this procurement process. In addition, the City will not be bound by or be responsible for any explanation, interpretation or conclusions of this RFQ or any documents provided by the City other than those provided by the City through the issuance of addenda. In no event may a Developer rely on any oral statement by the City or their agents or advisors.

Should a Developer find discrepancies or omissions in this RFQ or any other documents provided by the City, the Developer should immediately notify the City of such potential discrepancy in writing, and a written addendum may be issued if the City determines clarification necessary. Each Developer requesting an interpretation will be responsible for delivering such requests to the City's designated representative as directed in Section 2 of this RFQ.

1.5. City's Rights and Options.

The City reserve the following rights, which may be exercised at their sole discretion:

- 1.4.1. To supplement, amend, substitute or otherwise modify this RFQ at any time;
- 1.4.2. To cancel this RFQ with or without the substitution of another RFQ;
- 1.4.3. To take any action affecting this RFQ, this RFQ process, or the Services or facilities subject to this RFQ that would be in the best interests of the City;
- 1.4.4. To issue additional requests for information or require one or more Developer to supplement, clarify or provide additional information in order for the City to evaluate the RFQ response submitted;
- 1.4.5. To conduct investigations with respect to the qualifications and experience of each Service Provider;
- 1.4.6. To waive any defect or irregularity in any RFQ response information received;

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Introduction and General Information

- 1.4.7. To reject any or all RFQ response information provided;
- 1.4.8. To share the RFQ response with City employees other than the Evaluation Committee as deemed necessary;
- 1.4.9. To award all, none, or any part of the Services that is in the best interest of the City, with one or more of the Developers responding, which may be done with or without re-solicitation.
- 1.4.10. To discuss and negotiate with selected Developer(s) any terms and conditions in the RFQ response information including but not limited to financial terms; and
- 1.4.11. To enter into any Contract deemed by the City to be in the best interest of the City, with one or more of the Developers responding.

1.6. Expense of Submittal Preparation.

The City accepts no liability for the costs and expenses incurred by the Developers in responding to this RFQ, in preparing responses for clarification, in attendance at interviews, participating in contract development sessions, or in meetings and presentations required for the contract approval process. Each Developer that enters into the procurement process shall prepare the required materials and submittals at their own expense and with the express understanding that the Developer cannot make any claims whatsoever for reimbursement from the City for the costs and expenses associated with the procurement process.

1.7. RFQ Conditions.

The following terms are applicable to this RFQ and the Developer's response.

- 1.7.1. RFQ Not an Offer.
This RFQ does not constitute an offer by the City. No binding contract, obligation to negotiate, or any other obligation shall be created on the part of the City unless the City and the Developer execute a Contract. No recommendations or conclusions from this RFQ process concerning the Developer shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law, or statutory law of North Carolina.
- 1.7.2. Right to Terminate Discussions.
The Developer's participation in this process might result in the City selecting the Developer to engage in further discussions. The commencement of such discussions, however, does not signify a commitment by the City to execute a Contract or to continue discussions. The City can terminate discussions at any time and for any reason.
- 1.7.3. Requirement for Representation as to Accuracy and Completeness of RFQ response.

Each Developer shall make the following representations and warranty in its RFP Response Cover Letter, the falsity of which might result in rejection of its RFQ response: **"The information contained in this RFQ response or any part thereof, including its Exhibits, Schedules, and other documents and instruments delivered or to be delivered to the City, is true, accurate, and complete. This RFQ response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the City as to any material facts."**

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1.7.4. Trade Secrets/Confidentiality.

Upon receipt at the Procurement Management Division, your RFQ response is considered a public record except for material that qualifies as “trade secret” information under N.C. Gen. Stat. 66-152 et seq. including Personal Identification information to include, but not be limited to, social security numbers, bank account numbers, and driver’s license numbers. After the RFQ response due date, the City’s Evaluation Committee, as well as other City staff and members of the general public who submit public records requests will review the response.

The public disclosure of the contents of each Developer RFQ response submitted in response to this RFQ is governed by Chapter 132 and 66-152 et seq. of the General Statutes of North Carolina. If any RFQ response contains trade secret information as defined by Chapter 66-152 et seq. of the General Statutes of North Carolina, such trade secret information should be specifically and clearly identified in accordance with this Section 1.6.4.

To properly designate material as trade secret under these circumstances, each Developer must take the following precautions: (a) any trade secrets submitted by a Developer should be submitted in a separate, sealed envelope and on separate CD or flash drive for electronic files, marked **“Trade Secret—Confidential and Proprietary Information—Do Not Disclose Except for the Purpose of Evaluating this Statement of Qualifications,”** and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope and on each page of the electronic file.

In submitting an RFQ response, each Developer agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the selection process, and to any outside consultant or other third parties who serve on the Evaluation Committee or who are hired or appointed by the City to assist in the evaluation process.

Furthermore, each Developer agrees to indemnify and hold harmless the City and each of their officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material, which the Developer has designated as a trade secret. **Any Developer that designates its entire RFQ response as a trade secret may be disqualified.**

1.7.5. Prohibited Discrimination.

The City is committed to promoting equal opportunities for all and to eliminating prohibited discrimination in all forms. For purposes of this section, Prohibited Discrimination means discrimination in the solicitation, selection, or treatment of any subcontractor, vendor, supplier or commercial customer on the basis of race, ethnicity, gender, age, religion, national origin, disability or other unlawful form of discrimination. Without limiting the foregoing, Prohibited Discrimination also includes retaliating against any person, business or other entity for reporting any incident of Prohibited Discrimination. It is understood and agreed that not only is Prohibited Discrimination improper for legal and moral reasons, Prohibited Discrimination is also an anti-competitive practice that tends to increase the cost of goods and services to the City and others. As a condition of entering into any Contract, the Developer shall represent, warrant and agree that it does not and will not engage in or condone Prohibited Discrimination. Without limiting any rights the City may have at law or under any other provision of any Contract, it is understood

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and agreed that a violation of this provision constitutes grounds for the City to terminate any such Contract.

1.7.6. Statutory Requirements.

Any Contract awarded as a result of this RFQ and any subsequent solicitation process shall fully conform to all statutory requirements of North Carolina and all statutory requirements of the federal government, to the extent applicable.

1.7.7. Reservation of Right to Change Schedule.

The City shall ultimately determine the timing and sequence of events resulting from this RFQ. The City reserve the right to delay the closing date and time for any phase if City staff believe that an extension will be in the best interest of the City.

1.7.8. Reservation of Right to Amend RFQ.

The City reserve the right to amend this RFQ at any time during the process, if it believes that doing so is in the best interests of the City. Any addenda will be posted to the Internet at www.ips.state.nc.us, RFQ# 269-HSG10. Service Providers are required to acknowledge their receipt of each addendum by including the Addenda Receipt Confirmation Form set forth in Section 6, Form 2 with their RFQ response.

1.7.9. Additional Evidence of Ability.

Developers shall be prepared to present additional evidence of experience, qualifications, abilities, equipment, facilities, and financial standing. The City reserve the right to request such information at any time during the RFQ response evaluation period for this RFQ.

1.7.10. No Collusion or Conflict of Interest.

By responding to this RFQ, the Developer shall be deemed to have represented and warranted that the RFQ response is not made in connection with any competing Developer submitting a separate response to this RFQ and is in all respects fair and without collusion or fraud.

1.7.11. Charlotte Business INClusion Program.

On April 8, 2013 the City adopted a new program that is structured to maximize opportunities for City of Charlotte Certified Small Business Enterprises (SBEs) and Minority and Women Enterprises (MWBES) that have been certified by the State's Historically Underutilized Business Office. MWSBEs shall have the maximum opportunity to compete for and participate in the performance of contracts issued on behalf of the City of Charlotte. The City further requires that its Developers agree to take all the necessary and responsible steps to ensure that MWSBEs have the maximum opportunity to participate as subcontractors for contracts issued by the City of Charlotte.

1.7.12. Subcontracting.

The Developer given contract award shall be the prime Developer and shall be solely responsible for contractual performance. In the event of a subcontracting relationship, the Developer shall remain the prime Developer and will assume all responsibility for the performance of the Services that are supplied by all subcontractors. The City retains the right to approve all subcontractors.

1.7.13. Equal Opportunity.

The City has an equal opportunity purchasing policy and seeks to ensure that all segments of the business community have access to supplying the goods and services

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Introduction and General Information

needed by City programs. The City provides equal opportunity for all businesses and does not discriminate against any business regardless of race, color, religion, age, sex, and national origin or disability.

- 1.7.14. Use of City's Name.
No advertising, sales promotion or other materials of the Developer or its agents or representatives may identify or reference the City in any manner absent the prior written consent of the City.
- 1.7.15. Withdrawal for Modification of RFQ response.
Developers may change or withdraw their RFQ response at any time prior to the RFQ response due date; however, no oral modifications will be allowed. Only a formal written request for modifications or corrections of a previously submitted RFQ response, which is addressed in the same manner as the RFQ response and received by Procurement Management prior to the scheduled deadline for receipt of RFQ response, will be accepted. The RFQ response, when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope, which is plainly marked "**Modifications to RFQ response.**"
- 1.7.16. No Bribery.
In submitting a response to this RFQ, each Developer certifies that neither it, any of its affiliates or subcontractors, nor any employees of any of the foregoing has bribed, or attempted to bribe, an officer or employee of the City in connection with the Contract.
- 1.7.17. Fair Trade Certifications.
By submission of an RFQ response, the Developer certifies that in connection with this procurement:
- The prices have been arrived at independently, without consultation, communication, or Contract, for the purpose of restricting competition, as to any matter relating to such prices with anyone;
 - Unless otherwise required by law, the prices which have been quoted in its RFQ response have not been knowingly disclosed by the Developer and will not knowingly be disclosed by the Developer prior to opening; and
 - No attempt has been made or will be made by the Developer to induce any other person or firm to submit or not to submit an RFQ response for the purpose of restricting competition.
- 1.7.18. Clarification of Ambiguities.
Any Developer believing that there is any ambiguity, inconsistency or error in this RFQ shall promptly notify the City in writing of such apparent discrepancy. Failure to notify will constitute a waiver of claim for ambiguity, inconsistency or error.
- 1.7.19. Developers' Obligation to Fully Inform Themselves.
Developers or their authorized representatives are expected to fully inform themselves as to all conditions, requirements and specifications of this RFQ before submitting an RFQ response. Failure to do so will be at the Developer's own risk.
- 1.7.20. Disclaimer.
Each Developer must perform its own evaluation and due diligence verification of all information and data provided by the City. The City makes no representations or warranties regarding any information or data provided by the City.

Section 2

Procurement Process

2. PROCUREMENT PROCESS.

This Section 2 contains information about the procurement process for this Project.

2.1. Schedule and Process.

The following chart shows the schedule of events to prepare the Developer's RFQ response. The key events and deadlines for this process are as follows, some of which are set forth in more detail in the Sections that follow:

DATE	EVENT
October 5, 2020	<i>Issuance of RFQ.</i> The City issues this RFQ.
October 16, 2020	<i>Request for Qualifications Acknowledgement.</i> Service Providers who intend to submit a RFQ response are requested to submit the RFQ Acknowledgement Form by this date to the fax number or email address listed in Section 2.2.
October 25, 2020	<i>Submission of Written Questions.</i> Service Providers are permitted to submit written questions, but only for purposes of clarifying this RFQ. All submissions must be faxed or preferably e-mailed to Warren Wooten at the address and number listed in Section 2.3. Questions are due by 5 p.m. on September 25, 2020.
October 27, 2020 10 am	Developer Q&A https://charlotte.webex.com/meet/twooten
October 30, 2020	<i>RFQ response Submission.</i> RFQ responses are due by 5 p.m. on October 30, 2020 at Old City Hall, 600 E. Trade Street.
November 15, 2020	<i>Evaluation & Negotiation of Pricing with Qualified Service Provider(s).</i>
November 23, 2020	<i>Contract Award.</i>
December 23, 2020	<i>Contract Execution.</i>

2.2. Intent to Submit Qualifications.

Please acknowledge receipt of this RFQ via email to twooten@charlottenc.gov using the RFQ Acknowledgement Form located in Section 6, Form 1. Complete the form in its entirety advising the City of your firm's intention to submit or not submit an RFQ response.

2.3. Interpretations and Addenda.

No interpretation or clarification of the meaning of any part of this RFQ will be made orally to any Developer. Developers must request such interpretations or clarifications in writing from the City. Address requests for information or clarification of this RFQ to Warren Wooten at the e-mail address listed below. When submitting questions, please reference the RFQ page and topic number. For questions to be addressed, they must be submitted no later than **5p.m. on October 25, 2020.** Questions received from Developers will be forwarded as received to subject matter experts at the City and answers will be provided in RFQ addenda.

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In the case of questions not submitted by the deadline, City staff will, based on the availability of time to research and communicate an answer, decide whether an answer can be given before the RFQ response Due Date. When responding to Developer questions or issuing addenda to the RFQ, the answer or information will be posted to the Internet at www.ips.state.nc.us, solicitation# 269-HSG10.

The City reserves the right to disqualify any Developer who contacts a City official, employee, or agent concerning this RFQ other than in accordance with this Section. Nothing in this Section shall prohibit the City from conducting discussions with Developers after the RFQ response due date.

The City's Contact is:
Warren Wooten
Housing Services, Neighborhood & Housing Services
600 E. Trade Street
Charlotte NC, 28105
twooten@charlottenc.gov

2.4. Submission of RFQ responses.

RFQ responses shall be submitted to the address listed in Section 2.3 above by **October 30, 2020 no later than 5 p.m.** Submit one (1) electronic copy of the RFQ response on a flash drive in a searchable format such as MS Word or Adobe Acrobat and one (1) unbound original RFQ response signed in ink by a Developer official authorized to make a legal and binding offer

The "original" RFQ response shall be complete and unabridged and shall not refer to any other copy of the signed/sealed original for any references, clarifications, or additional information.

RFQ responses must be submitted in a sealed box or opaque envelope marked with the RFQ number and service description. When received, RFQ responses and supporting materials, as well as correspondence relating to this RFQ, shall become the property of the City. **RFQ responses sent by fax or email will not be accepted.**

Do not arrive at the City offices on the RFQ response due date for the purposes of reviewing your competitor's RFQ responses. The RFQ responses will not be read aloud or made available to inspect or copy until any trade secret issues have been resolved.

2.5. Correction of Errors.

The person signing the RFQ response must initial erasures or other corrections in the RFQ response. The Developer further agrees that in the event of any obvious errors, the City reserve the right to waive such errors in their sole discretion. The City, however, have no obligation under any circumstances to waive such errors.

2.6. Evaluation.

As part of the evaluation process, the Evaluation Committee may engage in discussions with any Developer. Discussions might be held with individual Developers to determine in greater detail the Developer's qualifications, to explore with the Developer the scope and nature of the required contractual Services, to learn the Developer's proposed method of performance and the relative utility of alternative methods, and to facilitate arriving at a Contract that will be satisfactory to the City.

The City may at its discretion require one or more Developers to make presentations to their Evaluation Committee or appear before the City or its representatives for an interview. During such interview, the Developer may be required to orally and otherwise present its RFQ response

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Procurement Process

and to respond in detail to any questions posed. Additional meetings may be held to clarify issues or to address comments, as the City deem appropriate. Developers will be notified in advance of the time and format of such meetings.

3. OVERVIEW OF SERVICES.

A. General Overview.

The purpose of this RFQ is to identify a Developer to provide the turnkey construction on a new single-family housing development.

- Partnering with the City to leverage City resources and quickly invest in the Beaties Ford Road Corridor. The selected Partner(s) will develop a plan and execute the development of for sale housing at the proposed site. The City believes a townhome product is most conducive to the location and target demographic.
- At the City's direction, identify a specific target AMI for subject properties and required subsidy to create that level of affordability.
- Establish an HOA to ensure maintenance and security of common areas.

B. Process

The City is soliciting a qualified developer to partner in affordable housing development using a City owned parcel located on La Salle Street near Beaties Ford Road. In addition to developer qualifications, the following outlines desired project characteristics.

Development Parameters

Project Size

The selected developer will provide a sketch plan that the City will review and approve prior to further design. The site design will maximize density while utilizing sustainable site planning and environmental conservation best practices.

Unit Size and Tenure

All units are expected to be for sale units. Proposals shall explain the basis for the proposed mix of unit sizes in the project and its relationship to the target population described in the proposal.

Affordability Requirements

The selected developer will be encouraged to target households at 60%-80% AMI and the City is willing to work with the developer to select a mix of AMIs that will make the project successful. Income levels are defined using the income limits published by the Housing and Urban Development (HUD) for low income households in Mecklenburg County, as published by HUD and located at:

<https://www.huduser.gov/portal/datasets/il/il2020/2020summary.odn>

Restrictions

Housing units developed using City subsidy, must be provided to households earning 80% or below the area median income and will be restricted for this purpose by covenant. The City or its agent will also require units to be restricted to primary residences (no rental units) and a first right of refusal shall be executed on each unit benefiting the City or its agent. The goal of these restrictions is to ensure City Council affordable housing goals are met.

Section 3

Overview of Services

Green Building and Energy Efficiency Requirements

The City is requesting all units be designed and constructed to maximize energy efficiency, water conservation and green building with a special emphasis on indoor air quality.

On-Site Amenities

Proposals that include resident amenities within the project, consistent with City zoning to improve the quality of life of future residents of the proposed housing development and/or the surrounding neighborhood, are encouraged.

Special Populations, As Applicable

Proposals shall describe special populations served by the project, if any. The City of Charlotte supports diverse populations and does not discriminate in housing because of race, color, religion, sex, national origin, physical or mental handicaps, or family status.

Financial Terms and Assumptions

Terms

RFQ responses will be evaluated on a variety of factors including quality of the submittal, desirability of the public benefits of the proposed development, and developer's experience. The selected developer will provide an estimate of the number of units to be constructed, proposed sale price range and anticipated funding sources (including possible City sources) that will be sought to finance the project. The city understands that such information is preliminary but it useful to the selection committee if understanding the developer's approach to the project.

Assumptions

The following assumptions should be used when preparing the financial pro forma, unless alternative funding sources are subject to different or more restrictive terms. **A Performa is not required at the submission of the RFQ response. Once the City selects a developer, the developer will have 90 days to develop a full project proposal including proposed project plan and cost estimate and subsidy request.**

Construction estimates: Use state prevailing wage requirements and local wage and/or hiring requirements.

Contingencies: Use at least 5% for hard construction and soft costs

Leverage: It is anticipated that the selected developer will obtain the majority of financing for development of the project (construction financing) from non-City sources.

Federal requirements: If the proposed financing plan includes a request for City funded subsidy, the federal funding source will be federally funded from HOME or CDBG. Include costs and time for compliance with all applicable federal requirements (Section 3, Davis Bacon, etc.) in project pro-forma and timeline.

Zoning and Land Use Requirements: The project site is subject to the zoning provisions. The City's municipal codes and General Plan are also available online at <http://charlottenc.gov/planning/Pages/Home.aspx>. Proposers may contact the Planning Department for details on the City's development review processes (contact information provided in Section 6).

Section 3

Overview of Services

Environmental Review: Environmental review of the proposed site will be completed after a complete planning application for the project has been submitted by the selected Developer. If federal funding is included in the proposal's financing plan, the agency providing those federal funds will be required to complete federal environmental review under the National Environmental Protection Act (NEPA).

Other Legal Matters

Address	Tax ID Number	Acres	Zoning	Use
2135 LaSalle Street	075-036-69 075-036-70 075-036-74 075-036-75 075-036-73 075-036-72 075-036-71	2.4	UR-2	Vacant – note: site is current utilized as a staging location for storm water construction to be complete by summer 2021.

The transfer of interest in the land contemplated through subsequent agreements would not be a surplus property sale, but rather a City-sponsored development of an affordable housing development. Any successful proposer will be required to take full responsibility for the costs and execution of any activities needed to take possession and develop the project site, which may need to be cleared of structures, vegetation or other debris. The property will be offered “as is” to the selected Developer, who shall have full responsibility for completing a survey, environmental studies, site preparation, permits, (and federal law, if any federal funding is proposed by applicant), environmental remediation, if needed, and any other predevelopment costs. Any property tax liability during the term of the lease or following developer's taking possession of the project site shall be the sole responsibility of the Developer.

Subject Parcel



Figure 1 - Site Facing South

Section 3

Overview of Services



Figure 3 - Site facing West



Figure 2- Site facing East

Section 3

Overview of Services

C. Deliverables.

The City of Charlotte will provide land and subsidy (as needed to achieve selected AMI targets) to bring an affordable single-family housing development to the subject location.

D. Term.

The City's standard terms and conditions will apply.

E. Fee Schedule.

The City is not requesting comprehensive pricing for completion of the project at this time. Pricing will be solicited or negotiated after the Developer is selected through this RFQ process.

F. City Contract Requirements.

The City shall enter into a Contract or Contracts written by the City with the selected Developer. These contract terms shall form the basis for any contract established between the City and the Developer. Notwithstanding the foregoing, the City reserves the right to change the proposed contractual terms and conditions prior to or during contract negotiations if it is in the City's best interest to do so.

G. Vendor Registration.

The City is pleased at your interest in doing business with the City of Charlotte and appreciates the opportunity to provide you with information regarding procurement protocols. The City's vendor management philosophy supports a fair, open, and inclusive process that offers the same access and information to all Developers. Use the link below to register as a vendor with the City of Charlotte. Your registration provides the City with baseline information for a Developer including location, contact and demographic information, as well as your areas of expertise with specific commodity or service descriptions. You will also have the opportunity to complete any applicable certifications if your company desires to establish itself as a Small Business Enterprise (SBE). The link below will provide you with the opportunity to complete your registration on-line with the City.

<https://charlottenc.gov/DoingBusiness/Pages/vendors.aspx>

Section 4

RFQ Response Format and Developer Qualifications

4. RFQ RESPONSE FORMAT AND DEVELOPER QUALIFICATIONS.

The City desires all RFQ responses to be identical in format in order to facilitate comparison. While the City's format may represent departure from the Service Provider's preference, the City require strict adherence to the format. The RFQ response will be in the format described below:

- a. Cover letter;
- b. Response to Qualifications Criteria as requested in Section 4.1;
- c. Required Forms including:
 - o "Addenda Receipt Confirmation" set forth in Section 6, Form 2;
 - o "RFQ response Submission" set forth in Section 6, Form 3;
 - o "Service Provider's Background and Experience" set forth in Section 6, Form 4;
 - o "City E-Verify Certification" set forth in Section 6, Form 5.

RFQ responses are to be compatible with the City's in-house office paper program and waste reduction goals and policies. Therefore, it is desired that all responses meet the following requirements:

- All RFQ responses shall be 8 1/2" x 11" format with all standard text no smaller than eleven (11) points;
- All copies must be printed double-sided;
- All RFQ responses are printed on recycled paper (at least 10% post-consumer recovered material and at least 30% total recovered material), and indicate this information accordingly on the response;
- Unless absolutely necessary, all proposals and copies should minimize or eliminate use of non-recyclable or non-reusable materials such as three ring binders, plastic report covers, plastic dividers, vinyl sleeves, and GBC binding. Glued materials, paper clips, and staples are acceptable; and
- Materials must be submitted in a format that allows for easy removal and recycling.

RFQ responses must also include a flash drive containing the entire RFQ response in a searchable format such as MS Word or Adobe Acrobat.

Developers are required to organize the information requested in this RFQ in accordance with the format outlined. Failure of the Developer to organize the information required by this RFQ as outlined may result in the City, at its sole discretion, deeming the RFQ response non-responsive to the requirements of this RFQ. The Developer, however, may reduce the repetition of identical information within several sections of the RFQ response by making the appropriate cross-references to other portions of the RFQ response. Appendices for certain technical or financial information may be used to facilitate RFQ response preparation.

4.1. RFQ response Content.

4.1.1. Cover Letter.

The RFQ response must include a letter of transmittal attesting to its accuracy, signed by an individual authorized to execute binding legal documents on behalf of the Service Provider. The cover letter shall provide the name, address, telephone and facsimile numbers of the Developer along with the name, title, address, telephone and facsimile numbers of the executive that has the authority to contract with the City. The cover letter shall present the Service Provider's understanding of the Project, a summary of the approach to be undertaken to perform the Services, as well as a summary of the costs to provide the Services.

Section 4

RFQ Response Format and Developer Qualifications

4.1.2. Qualifications.

Given the purpose of this project and City's goals as stated in this RFQ, provide a response to the following qualification criteria.

4.1.2.1. Understanding of the Project.

Include a summary of your understanding of the problem, the need for affordable housing units and relative conditions in Charlotte's older neighborhoods.

- Are there available lessons learned from other projects? Please detail available lessons learned, if applicable, from other projects.
- Include a summary of your organization's understanding of the problems and operational, financial, and geographic alternatives for this approach.

The City will evaluate the Service Provider's proximity to or familiarity with the specific problem/challenge/project. Specifically, the City will evaluate whether your firm shows specific understanding and familiarity with the requirements of this project and how to address them.

4.1.2.2. Process.

What steps will your organization take to ensure that the provision of Services runs smoothly?

- Provide a summary of a typical project and schedule for the work.
- Can your organization perform the work, with the appropriate resources, and in an appropriate timeframe?
- Please provide a typical timeline or project plan to complete a housing unit and applicable resumes and professional qualifications of all key proposed personnel.

4.1.2.3. Methodology Utilized.

What approach will your organization utilize to select and assess potential units? Will you utilize a particular strategy or model to perform the work? What assumptions do you make in assessing units?

4.1.2.4. Specialized Competence and Experience.

- Please complete Required Form 4, Service Provider's Background and Experience.
- Please provide any additional detail to describe factors that make your company ideally or uniquely suited to perform the Services.

4.1.2.5. Past Record of Performance

Provide information about your organization's completion of similar projects in the past. Describe the types of housing units, the acquisition process, how rehabilitation was accomplished and by whom, and the resell or disposal process. List all partners, rolls and responsibilities and describe the financial design of the projects. This information may be entered on Section 6, Form 5.

RFQ Response Format and Developer Qualifications

4.1.2.6. Capability and Capacity to Perform.

Provide a summary of the capacity of your organization, proposed partners and various roles. What resources would be dedicated to this effort? Estimate the maximum number of units your team could acquire, rehab and resell within a calendar year.

4.1.2.7. Risk Management.

Describe the risks associated with this project. What contingencies have been built in to mitigate those risks?

4.1.2.8. Fee Schedule.

The City is not requesting pricing for completion of this project at this time. Pricing will be negotiated after Service Providers are selected through this RFQ process.

4.1.3. Required Forms.

To be deemed responsive to this RFQ, Service Providers must complete in detail, all Forms listed on page 21 in this Section 4, section c, Required Forms.

5. EVALUATION CRITERIA.

RFQ responses will be evaluated based on the Developer's ability to meet the performance requirements of this RFQ. This section provides a description of the evaluation criteria that will be used to evaluate the RFQ responses. To be deemed responsive, it is important for the Developer to provide appropriate detail to demonstrate satisfaction of each criterion and compliance with the performance provisions outlined in this RFQ. The Developer's RFQ response will be the primary source of information used in the evaluation process. RFQ responses must contain information specifically related to the proposed Services and requested herein. Failure of any Developer to submit information requested may result in the elimination of the RFQ response from further evaluation.

RFQ responses will be assessed to determine the most comprehensive, competitive and best value solution for the City based on, but not limited to, the criteria below. The City reserves the right to modify the evaluation criteria or waive portions thereof. RFQ responses will be evaluated on the following major categories:

- a. Qualifications, Experience and Approach; and
- b. Scheduling.

5.1. Qualifications, Experience and Approach.

Developers will be evaluated based upon their understanding, experience and qualifications in performing the same or substantially similar services, as reflected by its experience, staffing and approach. The evaluation will include review of the Developer's past work and the feasibility of the Developer's approach for the provision of the requested services. Preference will be shown for Developers that have familiarity with and completed work in the Charlotte market.

5.2. Scheduling

Service Providers are requested to inform the City regarding their availability to perform the Services. The City has set a goal of completing this development by no later than the end of the 2022 calendar year.

Section 6
Required Forms – Form One

REQUIRED FORM 1 - REQUEST FOR QUALIFICATIONS ACKNOWLEDGEMENT

The Developer hereby certifies receipt of the Request for Qualifications for City of Charlotte, North Carolina RFQ #269-HSG10, Single Family Residential Construction. This form should be completed upon receipt of the City's Request for Qualifications and emailed in time for the City to receive it by or before **September 18, 2020**.

Please email the completed Request for Qualifications Acknowledgement Form to the attention of:

Warren Wooten
Housing Services
twooten@charlottenc.gov

Date: _____

Authorized Signature: _____

Title: _____

Developer Name: _____

Contact Name: _____

Contact E-mail address: _____

Please check the appropriate space below and provide the requested information:

_____ **We plan to submit an RFQ response**

_____ **We do not plan to submit an RFQ response**

Reason: _____

REQUIRED FORM 2 - ADDENDA RECEIPT CONFIRMATION

RFQ # 269-HSG10

RESIDENTIAL FOR SALE CONSTRUCTION

Please acknowledge receipt of all addenda by including this form with your RFQ response. All addenda will be posted to www.ips.state.nc.us.

ADDENDUM #:

**DATE ADDENDUM
DOWNLOADED FROM NC IPS:**

I certify that this proposal complies with the General and Specific Specifications and conditions issued by the City except as clearly marked in the attached copy.

(Please Print Name)

Date

Authorized Signature

Title

Developer Name

Section 6
Required Forms – Form Three

REQUIRED FORM 3 –RFQ RESPONSE SUBMISSION FORM

RFQ # 269-HSQ8

RESIDENTIAL FOR SALE CONSTRUCTION

This RFQ response is submitted by:

Developer Name: _____

Representative (printed): _____

Representative (signed): _____

Address: _____

City/State/Zip: _____

Telephone: _____

(Area Code) Telephone Number

Facsimile: _____

(Area Code) Fax Number

It is understood by the developer that the City reserves the right to reject any and all RFQ responses, or waive formalities or technicalities during the evaluation period or proceed with award to one or more Service Providers, at the discretion of the City.

Developer

Date

Authorized Signature

Please type or print name

Section 6

Required Forms – Form Four

REQUIRED FORM 4- DEVELOPER'S BACKGROUND AND EXPERIENCE

Please answer the following questions as completely as possible, placing your answer immediately after the question to which it applies. **If you wish to add supplemental information, it shall be labeled "Supplemental Information."**

Question	Response
Developer Identification	
Developer Name	
Developer Location (corporate headquarters)	
Developer Experience	
Years of Experience:	
<i># of years in business</i>	
<i># of years providing similar services</i>	
Customer Base:	
<i># of private sector clients</i>	
<i># of public sector clients</i>	
Qualifications:	
<i>Provide a management organization chart of your overall organization, showing director and officer positions and names and the reporting structure.</i>	
<i>Provide detailed information for the planning business segments of your organization, showing the reporting structures within these segments and among these segments and the overall organization.</i>	
<i>Detail how long the company has been providing services.</i>	
<i>Describe the key individuals, along with their qualifications, professional certifications and experience that would comprise your organization's team for providing Services to the City.</i>	
<i>Has your organization been terminated from an engagement before completion of the project? If yes, please explain.</i>	

Section 6
Required Forms – Form Four

Personnel Management:	
<i>Describe the key individuals, along with their qualifications, professional certifications and experience that would comprise your organization's team for providing Services to the City.</i>	
<i>How many employees does your organization have on staff who will be available to complete the Project?</i>	
<i>Explain how your organization ensures that there will be a sufficient number of qualified personnel to complete the Project.</i>	

Section 6
Required Forms – Form Five

REQUIRED FORM 5 - CITY E-VERIFY CERTIFICATION

RFQ # 269-HSG10

RESIDENTIAL FOR SALE CONSTRUCTION

This E-Verify Certification is provided to the City of Charlotte (the "City") by the company signing below ("Company") as a prerequisite to the City considering Company for award of a City contract (the "Contract").

1. Company understands that:
 - a) E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies to enable employers to verify the work authorization of employees pursuant to federal law, as modified from time to time.
 - b) Article 2 of Chapter 64 of the North Carolina General Statutes requires employers that transact business in this state and employ 25 or more employees in this state to: (i) verify the work authorization of employees who will be performing work in North Carolina through E-Verify; and (ii) maintain records of such verification (the "E-Verify Requirements").
 - c) North Carolina General Statute 160A-20.1(b) prohibits the City from entering into contracts unless the contractor and all subcontractors comply with the E-Verify Requirements.
2. As a condition of being considered for the Contract, Company certifies that:
 - a) If Company has 25 or more employees working in North Carolina (whether now or at any time during the term of the Contract), Company will comply with the E-Verify Requirements in verifying the work authorization of Company employees working in North Carolina; and
 - b) Regardless of how many employees Company has working in North Carolina, Company will take appropriate steps to ensure that each subcontractor performing work on the Contract that has 25 or more employees working in North Carolina will comply with the E-Verify Requirements.
3. Company acknowledges that the City will be relying on this Certification in entering into the Contract, and that the City may incur expenses and damages if the City enters into the Contract with Company and Company or any subcontractor fails to comply with the E-Verify Requirements. Company agrees to indemnify and save the City harmless from and against all losses, damages, costs, expenses (including reasonable attorney's fees) obligations, duties, fines and penalties (collectively "Losses") arising directly or indirectly from violation of the E-Verify Requirements by Company or any of its subcontractors, including without limitation any Losses incurred as a result of the Contract being deemed void.

Signature of Company's Authorized Representative

Date

Print Name and Title: _____